

# VRIS UPDATE

## **Records, Confidentiality, and Information Release Effective 12-14-09 Number 244**

### **SUMMARY OF UPDATES**

The update involves

- adding the Assistive Technology Partnership to the Release of Information form;
- adding a definition of a Service Record to the Records, Confidentiality, and Information Release chapter that includes directions on how to handle information from a previously closed record in a new case record;
- adding a hyperlink to the Record Disposal chapter which has the approved disposal dates of closed records; and
- deleting some outdated text from the process section of the Records, Confidentiality, and Information Release chapter that related to being able to exchange information with certain entities without any additional informed written consent.

### **VRIS POSTING**

The chapter is posted to VRIS: Program Manual: Policy: [Records, Confidentiality, and Information Release](#).

### **FORMS REVISED**

The revised Release of Information form is posted to VRIS: Materials: Case Service Forms and Worksheets: [Release of Information](#).

### **MONITORING REQUIREMENTS**

Ensure that records are being disposed of in accordance with the approved disposal dates.

Office may continue to use printed copies of the 08/09 Release of Information form before ordering printed copies of this revision. It is recommended when using the 08/090 version that Assistive Technology Partnership be written in under the Others category of Organizations and Individuals.

### **LEADERSHIP CONTACT**

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